

**Maine EMS Examination Committee Meeting
Tuesday, October 15, 2002
Maine EMS Conference Room, Augusta**

Minutes

Present: J. Vaniotis – Chair, B. Hawkes, T. Coleman, J. LeBrun, K. Roderick,
D. Gilman

Absent: R. Doughty, Region 5 Representative, G. Utgard,

Staff: D. White

Guest: E. Stone

1. Call To Order - The meeting was called to order at 9:33 a.m.

A. Introductions

1. Trisha Coleman was introduced to the Committee as the new representative for region 4. Trisha will be taking Sarah Hudson's place on the Committee.
2. Paramedic student Erin Stone attended the meeting as part of a class requirement.

B. Assign Timekeeper – B. Hawkes

C. Additions/Deletions to the Agenda - None

G. Utgard notified D. White that he would not be in attendance for the meeting.

2. Minutes – September 17, 2002, meeting minutes - review for acceptance

The minutes of the September 17, 2002, meeting minutes were reviewed

Motion: To accept the minutes of the September 17, 2002, meeting. (Roderick; Hawkes - motion carries).



STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
16 EDISON DRIVE
AUGUSTA, MAINE
04330

MICHAEL F. KELLY COMMISSIONER

ANGUS S. KING, JR.
GOVERNOR

JAY BRADSHAW
DIRECTOR

3. Old Business

A. Exam Administration Manual (EAM)

The committee then continued its work on the Examiner *General Information* and *Examiner Instruction* documents. Reviewed were:

1. Instructions to Exam Candidates.
2. EMS Test Examiner Information

B. Practical Exams – placeholder

C. Update on Paramedic Exam Correction – No Report

5. Next Meeting

The next meeting will be held on Tuesday, November 19, 2002 from 9:30 a.m. – 12:30 p.m.

A. Set Agenda - Next agenda to include: Exam Administration Manual

6. Adjournment - The meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Drexell White